



**New Brunswick Sports Hall of Fame/  
Temple de la renommée sportive du Nouveau-Brunswick**

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## REQUEST FOR PROPOSAL

### PHOTOGRAPHY

The New Brunswick Sports Hall of Fame (NBSHF) is seeking a proposal from qualified individuals or companies to provide photography services for the New Brunswick Sports Hall of Fame's signature event. The 47th Annual Induction Banquet & Ceremony will take place at the Centre des congrès de la Péninsule acadienne de Shippagan on June 4th, 2016.

The Induction Banquet & Ceremony brings together honoured members, sports enthusiasts, and distinguished guests to celebrate and honour the tradition of adding new members to the NBSHF. This is a request for proposal (RFP) and not an invitation to tender. The reader is hereby advised that the NBSHF reserves the right to:

- a. Accept a proposal without negotiation
- b. Negotiate changes to the technical or financial content of the successful proposal
- c. Cancel or reissue this RFP at any time

The contact for the purposes of response to this request for proposal is:

Jamie Wolverton  
NBSHF Executive Director  
506-453-8930  
[jamie.wolverton@gnb.ca](mailto:jamie.wolverton@gnb.ca)

Proposals should be submitted in PDF format by email to [jamie.wolverton@gnb.ca](mailto:jamie.wolverton@gnb.ca) no later than 5:00PM on March 4<sup>th</sup>, 2016.

Photography services are required throughout the event to photograph various elements of the receptions and ceremony.

~ See over ~

The services required include:

- Being on-site to provide photography services from 4:30PM to 10:30PM on June 4<sup>th</sup>, 2016;
- Providing five “highlight” photographs saved to a disc or other device which will be provided to the Executive Director directly following the event (est. 10:30PM);
- Assurance that all images will be provided to the NBSHF on two master discs no later than June 18<sup>th</sup>, 2016;
- Acknowledgement and acceptance that as described in section 13(2) of the copyright act, that whereas the NBSHF is entity who is requesting photography service and in pursuance of that request, a fee will be paid, that the NBSHF be the first owner of the copyright;
- Acknowledgement that the payment for services will be paid upon confirmation that the photography services as described were satisfactory and services performed to completion.

**PROPOSAL NOTES:**

- ✓ Confirm your interest and ability to provide the services as identified by emailing the NBSHF Executive Director (see address below) your quoted fee for the said service by 5:00PM on March 4<sup>th</sup>, 2016.
- ✓ Confirm if you would be prepared to offer a price discount in exchange for recognition as an event sponsor. If so, please quantify the discount.
- ✓ Provide reference contact information for at least two businesses or organizations which have purchased your services in the last 12 months.
- ✓ Preference will be given to a service provider who can provide services (including the written proposal in both English & French).

**PROPOSAL DEADLINE:** Only proposals received by 5:00PM on March 4<sup>th</sup>, 2016 will be considered. Proposals should be submitted in PDF format to: [jamie.wolverton@gnb.ca](mailto:jamie.wolverton@gnb.ca).